

## Setting Up Your EZ ChildTrack Account for grades K through 13 Years Old

If you do not have an EZ ChildTrack account, please follow Step One instructions below first. If you have an account, proceed to the next page and follow Step Two instructions to submit summer camp enrollment.

### Step One: Instructions for Opening or Editing Your EZ ChildTrack Account

In the Westfield Summer Camp Catalog, there are important details for enrollment and withdraw dates, camp descriptions, locations, and costs. Open enrollment starts on March 1, 2022. Enroll in the week-by-week enrollment also offers opportunity or sports camps. Weekly enrollment deadlines and fees are listed in this catalog. Once enrollment is accepted, your account will be charged a \$15 non-refundable one-time summer registration fee per child.

New Families: All families who do not have an EZ ChildTrack account already setup from a prior enrollment (Summer Camps, BAC, Zone 58, TOTS or All Aboard) will need to set up their online account in EZ ChildTrack. To set up the online account, go to [www.wws.k12.in.us](http://www.wws.k12.in.us) > Parents > WWS Summer Camps > EZ ChildTrack then follow the instructions below:

1. Select Register for NEW CUSTOMER OPEN ACCOUNT. An instruction page will pop up.
2. Complete all required fields.
3. Primary Account Holder information is the parent/guardian who is responsible for the registration and billing. An email address is required and will be used for communication with the Primary Account Holder. If you do not have a home phone or a cell phone, please check appropriate box.
4. Secondary Account holder information is usually the other parent. If the other parent is not involved with the account, please check the box "Do Not Have a Secondary Account Holder". Check box to receive emails and text messages.
5. Enter at least one emergency contact (required). These are additional contacts other than the Primary and Secondary Account Holders. Do not use Primary and Secondary Account Holder information in this area.
6. You have the option of adding up to 5 additional people who are authorized to pick up your child(ren).
7. Click My Children found at the bottom right on the webpage. Complete new child information including the relationship information and the child's medical information. Select the parent the child lives with in this section. This will auto-fill the child's address.
8. In the drop-down area of the School Information field, select the school your child will attend during the 2022-23 school year and the child's 2022-23 grade level.
9. Click Save Child. You may add any additional children to your account by clicking Add Child. If no additional children need to be added to your account, you may proceed to next step.
10. Click Review. Click Close to exit site.
11. You will receive an email with your account number and a temporary password. Using this temporary password, return to EZ ChildTrack and sign in as a Returning Customer Sign In. The email associated with your account is your user name. You are now ready for the Step Two: Instructions for Online Program Registration. Call our business office at 317-867-8017 if you do not receive a password.

**Families with Existing Accounts:** Families with an EZ ChildTrack account from prior enrollment go to: [www.wws.k12.in.us](http://www.wws.k12.in.us) > Parents > WWS Summer Camps > EzChildTrack . Sign in under Returning Customer.

1. Forgotten User Name or Password: Do not set up a new account. Call the business office at 317-867-8017 to have your password reset.
2. Adding Additional Child(ren) to an existing account: If you already have an EzChildTrack account but need to add a child(ren), this is done during program registration.

**Updating Account Information:** To ensure we have the most accurate contact information for your child(ren), we are asking our parents to please do the following:

1. Sign into your EzChildTrack account and select the My Account Tab from the home page. Review all information and updated as needed.